Chicago-Cook County Regional Assessment of Fair Housing
Scope
October 2018

In the summer of 2015, the U.S. Department of Housing and Urban Development (HUD) published a new rule on affirmatively furthering fair housing. The new rule requires entitlements and public housing authorities (PHAs) to produce an Assessment of Fair Housing (AFH). On January 5, 2018 HUD issued a Notification delaying the submission of AFHs until October 31, 2020. The official HUD due date for Cook County's AFH would have been January 5, 2020. This means that while Cook County may not be required to submit an AFH to HUD on January 5, 2020 it does still have a responsibility to affirmatively further fair housing and an opportunity to do so in a meaningful way that is tailored to its own context.

As such, Enterprise Community Partners proposes that Cook County continue its collaboration to assess the current state of fair housing issues and develop community-informed and evidence-based goals and strategies to address the identified fair housing issues. This scope outlines the partners, roles, process, geography, and timeframe for the development of this assessment for all of Cook County.

Timeframe
The process to assess fair housing issues in a community as large as Cook County requires approximately 18 months of engagement. Therefore, the period of performance would span from November 2018 through March 2020.

Partners and roles
- *Lead entity-* All entitlements and PHAs participating in this assessment should designate, through an MOU, a jurisdiction to serve as the lead entity. The lead entity must oversee the completion of the assessment on behalf of all participants and address follow-up inquiries about the effort. Cook County will serve as the lead entity for this project.

- *Entitlements-* Both municipal and county entitlements are partners in this project. Such participation may take many forms depending on interest and capacity. Staff members and elected officials will spend time participating in meetings, reviewing deliverables, and conducting local outreach. Moreover, entitlements will be expected to provide funding to support the project. The following entitlements are voluntarily participating in this project: Chicago, Cook County, Arlington Heights, Berwyn, Des Plaines, Evanston, Hoffman Estates, Mount Prospect, Oak Lawn, Oak Park, Palatine, Schaumburg, and Skokie. **Note: The scope of work has been developed based upon the original list of participating entitlements, final participating entitlements will need to be confirmed to finalize the budget.**

- *PHAs*- Much like with entitlements, this scope envisions that PHA staff and officials will participate in meetings, review deliverables, and conduct local outreach. PHAs will be expected to provide funding to support completion of the project. This is a new cost for PHAs, as they have not conducted such fair housing planning in the past. The following PHAs are voluntarily participating in this project: Chicago Housing Authority, Housing Authority of Cook County, Cicero Housing Authority, Maywood Housing Authority, Oak Park Housing Authority, and Park Forest Housing Authority. **Note: The scope of work has been developed based upon the original list of participating PHA's, final participating PHA's will need to be confirmed to finalize the budget.**

- *Enterprise Community Partners*- Enterprise Advisors, Knowledge Impact and Strategy, Chicago Market Office

- *Chicago Metropolitan Agency for Planning*- CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides implementation of the GO TO 2040 comprehensive regional plan, and also developed the region's Fair Housing and Equity Assessment (FHEA) as part of a Sustainable Communities Regional Planning grant. CMAP will provide data collection and analysis support for the assessment, and will conduct the existing conditions analysis.

- *Civic organizations*- The following civic organizations will assist entitlements and PHAs with the development of the assessment: Chicago Area Fair Housing Alliance (CAFHA) and the Metropolitan Planning Council (MPC). These groups will provide specialized assistance on key topic areas ranging from fair housing complaints and compliance to development of new metrics and national best practices around equity issues. They will also support community engagement efforts. Additionally,
  - *MPC* will support key stakeholder and community engagement as well as contribute to the existing conditions analysis and the development of goals and strategies.
  - *CAFHA* will serve as the leading local organization for community engagement, including managing a process to provide subgrants to up to eight community groups in Cook County.

Project Team
The day-to-day operation and oversight of the project will be managed by a project team composed of Enterprise Advisors, CMAP, the participating civic organizations, one Cook County representative, one City of Chicago representative, one Chicago Housing Authority

representative, one Housing Authority of Cook County representative, one municipal PHA, and one municipal entitlement. The Project Team will meet regularly to discuss progress on the project, upcoming steps, and share completed work products between the parties.

Steering Committee

To represent the considerations of the many parties involved in development of the AFH, a steering committee will provide feedback to the Project Team throughout the planning process. This broad group will consist of one representative from each participating entitlement or PHA. The steering committee will review all draft documents in advance of public release and/or legislative review/approval.

Tasks

1. Pre-kickoff work

Before the project formally kicks off, several steps must be completed. These activities will occur prior to the "formal" project initiation in April 2018. These tasks include the following.

- The governing body of each participating entity will need to approve a resolution expressing support for the project and authorizing participation.
- All participants must sign an agreement that explains expectations for the relationship between the participants, project management, access to resources, contribution of local funding to support the project, etc. The agreement will need to be signed before the project formally begins.
- All participants must sign individual agreements with Enterprise Community Partners that explain expectations for the relationship between Enterprise Community Partners and the various the participants, project management, access to resources, contribution of local funding to support the project, etc. The agreement will need to be signed before the project formally begins.

2. Ongoing Project Management

Enterprise Community Partners will organize and facilitate the Project Team and engagement with the Steering Committee. The Lead Entity will serve as the overall Project Manager. Initial meetings with the Project Team will include clarifying the objectives for the project, the primary and secondary audience/users of any projects products, and the intended use of the products.

3. Environmental Scan

During the first month of the project, Enterprise Community Partners will conduct a literature review of relevant research and other documents; review and analyze past policies, procedures, and programs related to fair housing; develop a calendar of critical events including key planning processes; conduct targeted key informant interviews; articulate key assumptions upon which the project is based.

> **Deliverable(s)**
> - Facilitated workshop with Project Team, Steering Committee, and other key stakeholders as needed and appropriate
> - Summary report

4. Public Outreach

During the first six months of the project, the Project Team (in consultation with the Steering Committee) will develop and implement the first phase of community engagement, which will focus on public outreach and include a marketing & branding strategy. These outreach efforts will be designed to educate the public and key stakeholders on the responsibility to affirmatively further fair housing and the process their community is undertaking to do so. It will also include presenting key findings from the environmental scan and soliciting the public's reaction to these findings to identify gaps, triangulate the data, etc. The outreach effort will be designed to empower the public and key stakeholders to engage in their community's process of affirmatively furthering fair housing—furthering building the network of partners. Finally, during this phase, public outreach will include the development and distribution of a Request for Proposals from local community organization to receive passthrough grants to equip them to participate in and support community engagement efforts.

Initially public outreach will occur through large activities. The Project Team will partner with community organizations and key stakeholders in organizing these activities to ensure they are well-planned and attended. Enterprise will work with the Project Team and these partner organizations in preparing "meeting in a box" materials that project partners can use to conduct activities using the same materials and format. Work in this phase will include outreach trainings for entitlements, PHAs, and service organizations to ensure that each can serve as viable partners to ensure participation from a wide array of stakeholders.

CMAP will create and host a dedicated project webpage containing information on the planning process and key deliverables. Each PHA and entitlement will need to include a link from their own website to the project webpage. Materials posted on the webpage may include project announcements, upcoming meeting dates, meeting materials, draft documents for review, online surveys, etc. Enterprise Community Partners will be responsible for posting the material and keeping the page up-to-date.

All public outreach collected during the process will be summarized in a report that will be an appendix to the plan. This will include a description of outreach activities; approach to reaching various populations, including underrepresented populations; a list of people/organizations who participated during the planning process; a summary of the feedback received throughout the process; and a log of all comments received during the open houses and public comment period, including a summary of any comments, views, and recommendations not accepted by entitlements and PHAs and the reasons for non-acceptance.

> **Deliverable(s)**
> - Webpage
> - "Meeting in a Box"
> - Outreach events and activities
> - Training for meeting organizers and facilitators
> - Summary report

5. Existing Conditions Analysis

An important interim product is the "existing conditions report." This document will discuss the existing conditions of fair housing, including patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs. Based on the Environmental Scan and the Community Engagement: Phase 1, the Project team, in consultation with the Steering Committee, will develop a data collection & analysis plan to include:

- Data collection and analysis objectives
- Lines of Inquiry
- Decisions to Inform/Use and Users
- Means of Verification (Data Collection Methods)
- Data Source & Quantity
- Location of Data Collection
- Context considerations
- Geographic unit of analysis
- Means of Analysis
- Time to Collect and Analyze
- Data Management Approach
  - Including data formats

- Roles and Responsibilities

The existing conditions analysis will include one regional analysis of fair housing conditions in the region and local assessments for individual participants. The analysis will include some or all of the following:
- A demographic summary that includes an analysis on patterns of segregation and integration locally and regionally and factors that that significantly impact segregation/integration.
- Identification of Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs), disparities in access to opportunity, and disproportionate housing needs, and factors that significantly impact the presence of these issues.
- An analysis of publicly supported housing in terms of location, demographics, occupancy, and access to opportunity, along with the identification of factors that significantly impact the existing conditions.
- An analysis of the presence, location, and access to opportunity of persons with disability, along with the identification of factors that significantly impact the existing conditions.
- An assessment of the current fair housing ecosystem, including the capacity of individual jurisdictions to conduct fair housing outreach or enforcement, whether themselves or through a local partner, along with the identification of factors that significantly impact the existing conditions.

During months six through 18 of the project, the Project Team will finalize and implement this plan. The community will be engaged both as a data source (e.g. topical focus groups) and as a partner in collecting, analyzing, and interpreting the data as needed and appropriate. The initial findings from the existing conditions analysis will be packaged and shared with community members and key stakeholders to triangulate, validate, and inform—ensuring that all partners in the process operate from a shared understanding of the current conditions and fair housing issues. It will be during this phase the CAFHA will manage the award passthrough grants to equip up to eight lead community based organizations from throughout the county with the resources to effectively participate in this process. Activities of lead community groups would include:
- Taking part in a CAFHA public participation training;
- Convening local stakeholders to identify key community wants/needs that can be vocalized in the AFH process, and gather local data and local knowledge for inclusion in the AFH
- Convening local stakeholders to review AFH drafts and provide input to ensure that the AFH reflects the community wants/needs
  Deliverable(s)
  - Data collection and analysis plan
  - "Meeting in a Box"

- o Community Engagement meetings and events
- o Summary report of existing conditions
- o Award up to eight passthrough grants to community groups
- o Public participation training for grant awardees

6. Plan Development with Goals and Strategies

In the final six months of the project, the Project Team will design and implement an approach to develop the goals and strategies based on the Existing Conditions Analysis. The Project Team will ensure that key stakeholders and community members inform, review, and ultimately own the final goals and strategies. As noted above, Enterprise Community Partners will work with the Project Team to develop a "meeting in a box" to organize and facilitate these engagements.

Deliverables
- o "Meeting in a box" materials
- o Stakeholder and community engagement meetings
- o Other products as determined by the Project Team and articulated in Task 2.

Task 6a: Key recommendations memo

Before the plan is drafted, the Project Team will prepare a memo describing the key recommendations that are expected to be contained in the plan. The memo will include both fair housing goals and priorities applicable to all participants and local fair housing goals and priorities applicable to each individual participant. The purpose of the memo is to provide each participant with a summary of key recommendations before much time is spent writing them in detail; if there are significant problems with any elements of the report, they should surface at this point. Individual memos will be prepared for each participant. At least one Steering Committee meeting is envisioned to discuss the county-wide recommendations. Each participant will be responsible for determining the preferred local process to vet the memo.

Task 6b: Final AFH Plan

A final version of the plan will be prepared as an easy-to-read document. The document will cover public involvement, key findings, and local and county-wide recommendations.